

## **SAM-PUBLISHING/PRINTING**

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## **SAM-PUBLISING/PRINTING**

### **OFFICE OF STATE PUBLISHING (OSP)**

#### **OSP PROGRAM SUMMARY, RESOURCES, AND CONTACTS**

**2800**

(Revised 9/04)

This chapter provides policy for the state's Printing and Communication Program. The Department of General Services, Office of State Publishing (OSP) provides printing and communication services for California state agencies, universities, the Legislature, the administration, and other public governmental bodies. The OSP offers a variety of products and services which are summarized in section 2820. OSP is located at 344 North 7th Street, Sacramento, CA 95814-0212.

In July 1996, OSP became a non-mandated office with the exception of the following services: forms printing, Governor's budget, and legislative printing.

Paid advertisements can now be included in state publications printed by OSP. Paid political advertisements are not acceptable.

For additional information on printing and communication services from OSP, call (916) 445-9484, CALNET (916) 485-9484.

**OSP STATUTORY AUTHORITY**

**2805**

(Revised 9/04)

**Enabling Legislation.** Govt Code 14612.2, allows OSP to provide printing services to state and other public agencies, including cities, counties, special districts, community college districts, the California State University, the University of California, the agencies of the United States government.

When state agencies solicit bids for printing services from the private sector, all state agencies shall also solicit a bid from the Office of State Publishing (OSP) when the project is anticipated to cost more than five thousand dollars (\$5,000).

**Costs.** Government Code Section 14865 requires all printed matter for state agencies shall be prepared at the expense of the requesting agency. Government Code Section 14871 requires orders for printing to show that sufficient funds have been encumbered to cover the costs.

**Library Distribution Act (LDA) Responsibilities.** If the material being printed qualifies for distribution under the LDA, additional copies must be printed and distributed as outlined in Government Code Sections 14901 and 14904. All printing done by private vendors is subject to the LDA as outlined in Government Code Section 14904.

**HOW TO ORDER OSP SERVICES**

**2810**

(Reviewed 9/04)

**Ordering Form.** The requisitioning of printing and mailing is initiated by the use of a Printing/Support Service Order form, STD. 67. Facsimile or Internet transmissions are acceptable. The reverse side of STD. 67 provides instructions on how to complete the form. Classes are provided on how to complete STD. 67. For additional information, call (916) 445-9484, CALNET 485-9484.

**Estimates.** Upon request, OSP will provide cost estimates based upon the information available for budgeting or other purposes. Firm prices will be made only when all information and specifications are complete, or materials for printing or reproduction have been examined. All estimates and firm prices are valid for thirty calendar days.

**Scheduling.** The Printing Operations Unit will assist in working out non-standard schedules that are reasonable and attainable. Dependent upon material and labor resources available, a satisfactory solution or alternative can usually be worked out.

**OSP PRINTING AND COMMUNICATION SERVICES**

**2820**

(Revised 9/04)

The following describes the printing and communication services that OSP provides. For additional information, call (916) 445-9484, CALNET 485-9484.

**Brochure, Pamphlet, and Poster Printing.** The OSP can produce pamphlets bound in booklet form, unbound printed work, and large printed placards.

**Computerized Addressing Services.** Mailing lists can be maintained in the Addressing Services database. Addresses can be added, deleted or amended, and address labels can be prepared. For additional information, call (916) 445-5385, CALNET 485-5385.

**Desktop Publishing.** The OSP can supply laser proofs of pages, artwork, etc.; camera-ready repros with crop marks and color separations; and film negatives. Send a copy of your file on a disk or cartridge to process your files, or send a modem transfer.

**Electronic Publishing (Disk or Internet).** Publications can be accepted on disk or can be transferred to OSP on the Internet. Suitable digital files can be printed on the DocuTech digital publisher or placed on the Internet for public access.

**Forms Printing.** Various sizes of snapout and continuous multipart forms can be prepared using NCR or carbon papers. Forms can also be numbered and perforated.

**Interagency Mail Service (Courier Service).** The OSP provides interagency mail service to most state agencies in the Sacramento area. For additional information, call (916) 327-5203, CALNET 467-5203.

**Legislative Printing and Distribution.** Legislative bills and publications are printed at OSP and distributed through the Legislative Bill Room located in the basement of the State Capitol. For more information about obtaining copies of Legislative bills, call (916) 445-2323, CALNET 484-2323.

**Mass Mailing.** Mass Mailing is the mailing of identical pieces on a large enough scale to efficiently use special high speed equipment. The OSP maintains facilities to handle all types of bulk mailing. When in doubt about any matter concerning U.S. Mail, contact a U.S. Postal Account Representative.

**Mail Presorting.** The OSP has established a Master Service Agreement with the Employment Development Department for first-class mail presorting services.

**Print Buying.** With a network of over 300 vendors statewide, OSP Printing Procurement Section can purchase printing from commercial printers at the best value for agencies. For additional information, call (916) 322-1000, CALNET 492-1000.

**Publication Printing.** Any magazine, newsletter, tabloid, booklet or any other format can be printed at OSP on a regular basis.

**Quick Printing.** High speed duplicators provide a rapid turn-around of short run documents and publications. For additional information, call (916) 445-5390, CALNET 484-5390.

**Stationery Printing.** Letterhead should be used for correspondence with the public and governmental units other than those of the California state government. In accordance with Government Code Sections 7525 and 7527, all correspondence from a state agency shall contain the name, address, and telephone number of the writer, authorized representative, or contact person familiar with the subject area. In cases of computer-generated letters, a telephone number and an address where a person familiar with the subject may be contacted shall be given.

Memorandum format should be used for correspondence within state government. Check with your executive office's secretary to determine the appropriate memorandum format.

## **SAM-PUBLISING/PRINTING**

### **OSP ADVERTISING SERVICES** (Revised 12/13)

**2825**

Contact the OSP Advertising Manager at (916) 327-5867, Danelle Hamilton ([danelle.hamilton@dgs.ca.gov](mailto:danelle.hamilton@dgs.ca.gov)) for information regarding the OSP Advertising Program or see SAM Section 0580 for additional information.

**SAM-PUBLISING/PRINTING**

**PRISON INDUSTRY AUTHORITY (PIA)**

**PIA PROGRAM SUMMARY**

**2850**

(Renumbered from 2801 and Revised 5/98)

Printing and reproduction services may also be obtained from the Prison Industry Authority.

**PIA STATUTORY AUTHORITY**

**2855**

(Renumbered from 2806 and Revised 5/98)

Penal Code Section 2807 authorizes the Prison Industry Authority to provide printing services to state and local government entities.



## **SAM-PUBLISING/PRINTING**

### **HOW TO ORDER PIA SERVICES**

**2860**

(Renumbered from 2811 and Revised 5/98)

Printing and reproduction services may be obtained from the Prison Industry Authority by submitting a purchase order or Reproduction Order form, STD. 54, to Customer Services, 560 East Natoma Street, Folsom, CA 95630-2200 or by faxing the purchase order to (916) 358-2660 or CALNET 434-2660. Customers needing information or assistance may call (916) 358-2727 OR CALNET 434-2727.

## **SAM-PUBLISING/PRINTING**

### **PIA SERVICES**

**2865**

(Renumbered from 2821 and Revised 5/98)

The following describes printing and reproduction services provided by the Prison Industry Authority. For additional information call Customer Services at (916) 358-2727 or CALNET 434-2727.

1. Preparing and planning print jobs.
2. Typesetting for booklets, reports, newsletters, forms, etc.
3. Preparation of camera ready copy for printing or reproduction.
4. Copying and duplication work.
5. Presswork that includes offset printing of forms, envelopes, publications, etc. This includes sheet fed or web fed to a maximum of 18" x 24" finished sheets.
6. Two color printing from mechanical separation or multiple color process printing.
7. All bindery operations such as cutting, folding, stitching, drilling, etc.
8. Special services that include labels mounted on a carrier base produced in rolls or flat fold configuration; screen printed labels, signs, and posters; ticket and script books; inventory tags; decals; OCR forms; bar-coding; and sequential numbering up to 8" x 10" stock.

## **SAM-PUBLISING/PRINTING**

### **STATEWIDE POLICY**

#### **UNION LABEL ON PRINTING**

**2870**

(Reviewed 9/04)

All documents printed in-house by Bargaining Unit 14 members or produced by OSP shall have the Bargaining Unit 14, Printing and Allied Trades, union label displayed.

When individual state agencies or OSP vends printed material out, state agencies must adhere to the Public Contract Code when soliciting bids for state printing. This assures that no vendor will be excluded from bidding and winning a state project based on union affiliation or lack thereof. Unionized printing vendors will be required to display the appropriate union label on the printed product.

State agencies are not to add the union label to artwork or include it in electronic files unless the work is going to the agencies own Bargaining Unit 14 in plant operation. OSP will add the union label to artwork prior to printing or the private printer will affix their own union label if the job is awarded to union printers. Private printers that are not unionized are not allowed to use any union label or facsimile thereof.

**COPYING AND DUPLICATING LIMITATIONS**

**2880**

(Revised 9/04)

State-owned copying and duplicating equipment will not be used for other than official state business. In accordance with Government Code Section 6253 (b), a charge for a copy of a public record is limited to the actual cost of providing the copy, or the prescribed statutory fee, if applicable.